

**LINCOLN BOARD OF SELECTMEN  
REGULAR MEETING MINUTES  
MONDAY, MARCH 18, 2013 – 5:30PM  
LINCOLN TOWN HALL - 148 MAIN STREET, LINCOLN NH**

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**Board of Selectmen Present:** Chairman O.J. Robinson, Patricia McTeague, and Tamra Ham.  
**Staff Present:** Town Manager Butch Burbank and Administrative Assistant Brook Rose.

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## **I. CALL TO ORDER**

O.J. Robinson called the meeting to order at 5:30pm.

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## **II. MINUTES OF THE PREVIOUS MEETING**

**Motion: “To approve the meeting minutes of March 11, 2013 as presented.”**

Motion: Tamra Ham Second: O.J. Robinson Motion carries.

**Motion: “To approve the Lincoln Woodstock Joint District Board Meeting minutes of February 19, 2013 as amended.”**

Motion: Tamra Ham Second: Patricia McTeague Motion carries.

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## **III. OLD/NEW BUSINESS**

### **Town Board Appointments**

**MOTION: “To make the following appointments:**

<b>O.J. Robinson</b>	<b>Chairman of the Board of Selectmen Selectmen’s Representative to the Planning Board Selectmen’s Representative to the Capital Improvements Plan Committee</b>
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<b>Patricia McTeague</b>	<b>Vice-Chair of the Board of Selectmen Selectmen’s Representative to the Joint Loss Management Committee Selectmen’s Representative to Zoning Board of Adjustment</b>
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<b>Tamra Ham</b>	<b>Selectmen’s Representative to the Budget Committee Joint Solid Waste District Co-Administrator.”</b>
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Motion: Tamra Ham Second: Patricia McTeague All in favor.

Town Manager Burbank will follow up with the write in candidates to see if they are interested in serving on the Budget Committee. Planning Board and Zoning Board of Adjustment members whose terms are up will also be contacted to see if they are interested in serving another term. Appointments will be discussed again at the next meeting.

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## **Other Business As Presented**

Tamra Ham updated the Board on the recent meeting of the School Funding Formula Committee. There has not been a vote yet on the formula.

## **Town Manager's Report**

### **Update on Chenard Property**

Town Manager Burbank informed the Board that he met with Joe Chenard last week. Mr. Chenard did not have much to report. He informed Mr. Burbank that he was tearing down the shed on his property. Mr. Burbank made an offer to Mr. Chenard to utilize the \$2,500 that the Town has agreed to pay towards the cleanup to find a hauler to remove the two trailers. Mr. Chenard was hesitant to make any arrangements. Mr. Burbank advised Mr. Chenard to contact his contractor to make arrangements to commence the cleanup immediately.

### **MRI Pay and Classification Study Orientation**

The initial orientation meeting for the Pay and Classification Study will be held with all employees on April 3<sup>rd</sup>.

### **Update on Dispatch Services**

Town Manager Burbank provided the Board with the 2012 through 2013 personnel expenses (salaries/benefits) for the dispatch center. These expenses amount to \$285,000. Chief Smith itemized an additional \$10,070 in dispatch center expenses. He estimates the dispatch center takes 8,000 calls per year. An additional expense in the amount of \$2,100 is required to maintain the radio repeater in town. The costs to upgrade the dispatch center to protect the computer systems as well as the costs to make the necessary ergonomic upgrades will also be included in the overall cost to run the dispatch center. The Town of Lincoln is spending well over \$300,000 to run the dispatch center. Town Manager Burbank stated that there is nothing operational that it raising the cost of running the dispatch center. It is simply a large expense to the Town to have its own dispatch service. The decision to examine other dispatch service alternatives is a matter of saving the townspeople hundreds of thousands of dollars. It is a budgetary matter that needs to at least be examined.

Town Manager Burbank informed the Board that the Plymouth Dispatch Center provides services to eight towns for \$380,000 per year. Grafton County Dispatch Center provided an estimate of \$105,000 for providing dispatch services to the Town of Lincoln based on 8,000 calls. The Plymouth Dispatch Center would dispatch Lincoln for \$85,000 per year based on 17,000 calls. The Board reviewed both proposals. The Board would like Chief Smith to provide them with how many calls the dispatch center processes on an annual basis.

Tamra Ham stated that she has some serious safety concerns with moving the Town's dispatch services. The consensus of the Board was to move forward and schedule a public meeting to see gain the input of the townspeople. The Board will publish the meeting notice in The Penny Saver, the Littleton Courier, on Facebook and on the local public access channel. The Budget Committee and the Grafton County Dispatch Center will be invited to the meeting. Mr. Burbank will also make the Town's department heads aware of the meeting. The meeting will be held at 6:00pm on April 8<sup>th</sup> or as soon as possible at a time that is mutually agreeable for the Town and the Grafton County Dispatch Center.

## Insurance Update

Town Manager Burbank informed the Board that he has been researching insuring the Town's bridges and dams. Primex will not insure red listed bridges such as the Loon Mountain Bridge. Dams are eligible for coverage. Town Manager Burbank is awaiting an estimate on insuring the Loon Pond Dam. He is getting estimates from NH Local Government Center and Primex. NH Department of Environmental Services (NHDES) recently listed Loon Pond Dam as one of the dams that must be repaired. Town Manager Burbank and Public Works Director William Willey will be meeting with NHDES in the near future.

## Reappointment of Health Officer

**MOTION: "To appoint Brook Rose as Health Officer and Ted Smith and William Willey as Deputy Health Officers for a term of three years."**

Motion: Tamra Ham                      Second: Patricia McTeague                      All in favor.

## MS-2

The Board signed the MS-2.

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## IV. NON PUBLIC SESSION PURSUANT TO RSA 91-A:3II(c) *personnel*

**MOTION: "To enter into non-public session pursuant to RSA 91-A:3II(a,b,c,) personnel."**

Motion: Patricia McTeague    Second: Tamra Ham

Roll Call Vote: Patricia McTeague in favor  
                         O.J. Robinson in favor.  
                         Tamra Ham in favor.

The Board entered non-public session at 7:30pm. Town Manager Burbank and Assistant Brook Rose were also present.

**MOTION: "To come out of Non-Public Session."**

Motion: Tamra Ham                      Second: Patricia McTeague

Roll Call Vote: Patricia McTeague in favor  
                         O.J. Robinson in favor.  
                         Tamra Ham in favor.

The Board re-entered public session. No final decisions were made during non-public session.

**V. ADJOURNMENT**

After reviewing the weekly payables and with no further business to attend to, the Board made the following motion.

**MOTION: “To adjourn.”**

Motion: O.J. Robinson Second: Patricia McTeague All in favor.

The meeting adjourned at 7:55pm.

Respectfully Submitted,

Brook Rose

Approval Date \_\_\_\_/\_\_\_\_/\_\_\_\_

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Chairman O.J. Robinson

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Vice Chair Patricia McTeague

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Selectman Tamra Ham